

NEW YORK STATE DEPARTMENT OF TRANSPORTATION  
CONSULTANT INSTRUCTION

---

SUBJECT: Electronic Consultant Selection System: Suggestions to Improving Scoring

DATE: January 26, 2010

CODE: 10-03

SUPERSEDES: 00-08

APPROVED: Wm. A. Howe, Director, Office of Contract Management



CONTACT PERSON: Vincent Palleschi TELEPHONE: (518)457-2600

---

Consultant engineering firms are reminded of the importance of preparing Expressions-of-Interest (EOI) and Shortlist Proposals carefully, ethically and accurately. It has been Contract Management's experience that a number of firms have made errors in the presentation of their inventories or may not have submitted their best mix of projects. This consultant instruction generally describes these problems so that revised inventories can be submitted where appropriate.

- a. In the design project inventories, some firms showed a project's work class as "Highway" but claimed they performed bridge design task such as planning, scoping, preliminary or final design. They will get no credit for these tasks. If the project included bridge design tasks, it should be shown with a work class of "Bridge" or "Highway and Bridge".
- b. Similarly, some firms showed a project's work class as "Bridge" but claimed they did highway design task. They will get no credit for these tasks. If the project included highway design tasks, it should be shown with a work class of "Highway" or "Highway and Bridge".
- c. Some firms showed the wrong project owner category (for example, selecting "Other" for a project that was done for a transportation authority in NYS). Project owner should be selected based on the guidelines in the most recent version of the inventory instructions.
- d. NYSDOT is interested in the electronic selection providing shortlists for highway and bridge design and construction inspection projects. Projects involving airports, railroads or buildings, or those involving planning or bridge condition inspection, are not likely to score as well as projects that provided the same services as those that will be requested in our advertisements. If a firm has additional highway or bridge design and CI projects, even if they were performed for clients other than NYSDOT, it is generally better to submit them rather than other types of projects mentioned above.
- e. In design project inventories, some projects appear to have the work class shown incorrectly as appurtenance when the work class should be highway. This reduces credit by up to 50%. The work class should only be classified as appurtenance if the overall project was an appurtenance project. For example, if a firm performed guiderail and lighting design as part of the design of a highway reconstruction project, the work class should be "highway".
- f. Some firms have used a Construction D number in place of a Consultant D number and some firms have attempted to claim construction inspection experience for projects where they worked for the construction contractor.
- g. Other firms have listed their subconsultant participation % at 100%.
- h. Project inventory may list staff members as providing qualifying individual experience. The instructions state that individual experience can be claimed if the project represents the experience of an individual employed by the firm, rather than of the firm itself. To be considered for scoring purposes, the individual must be a currently employed principal or group director (i.e., head of construction, design, survey, environmental, etc.) working a minimum of 30 hours per

week. The individual must also have worked on the project in a management capacity (i.e., principal, group director or project manager with responsibility for multiple projects simultaneously), and must have been *directly responsible for the work that is shown and participated in that work on a daily basis*.

We suggest all firms review their Design and CI project inventories and make changes appropriate. While we are unable to spend time reviewing and discussing the inventories of individual firms, please call Vincent Palleschi or George Morse if you need clarification on how the above instructions relate to a project experience of your firm.